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NASA Procedural Requirements

NPR 3451.1

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07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)**Subject: NASA Awards and Recognition Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) |
[AppendixE](#) | [AppendixF](#) | [ALL](#) |

Appendix D: Superior Accomplishment Awards and Other Recognition

In addition to annual performance awards, NASA recognizes its employees with time-off or monetary Superior Accomplishment Awards for a one-time special act or service and for beneficial suggestions. Nonmonetary recognition for career service is also provided as summarized below.

SUPERIOR ACCOMPLISHMENT AWARD FOR SPECIAL ACT OR SERVICE	SUPERIOR ACCOMPLISHMENT AWARD FOR SUGGESTIONS	CAREER SERVICE RECOGNITION
<u>Who May Receive</u> An individual or group, a former employee, or the estate of a deceased employee, provided the special act or service took place while the person was a Government employee. May be awarded to members of the Armed Forces.	An individual or a group, a former employee, or the estate of a deceased employee, provided the contribution was made while the person was a Government employee; May also be awarded to members of the Armed Forces	NASA recognition for Federal career service is presented to all Civil Service employees.

<p><u>Nature of Contribution</u></p> <p>Performance that has exceeded job requirements as a one-time occurrence; for example, a particular project or assignment that involved overcoming unusual difficulties, performance of assigned duties with special effort or innovation that resulted in significant economic or other highly desirable benefits, creative efforts that made important contributions to science or research or exemplary or courageous handling of an emergency situation related to official employment</p>	<p>An adopted suggestion, whether adopted as submitted or in part, that directly contributes to economy or efficiency or directly increases effectiveness of Government operations</p>	<p>A service emblem is awarded upon completion of 5 years of service. Certificates of service and appropriate emblems are presented for each 5-year interval thereafter. Employees with 40 years or more of service are eligible to receive service emblems and certificates from the Administrator.</p>
<p><u>Requirements That Must Be Met</u></p> <ul style="list-style-type: none"> -Written justification other than employee's rating of record -Approval at a management level higher than individual who recommended award (including time-off awards exceeding one workday) -Approval by the Administrator for SES employees -Approval by the Administrator for award of \$7,500-\$10,000 for GS/FWS employees 	<p>The suggestion-- Is outside the suggester's job responsibilities or, if within them, so superior that it warrants special recognition; or</p> <p>Has been submitted in writing either before adoption or within a specified time thereafter.</p>	<p>Eligibility for service emblems and certificates is based on total years of Federal service, including all honorable military service.</p>
<p><u>Description</u></p> <ul style="list-style-type: none"> -Cash award from \$25 to \$25,000. The amount is in proportion to the benefits realized by the Government, and/or -Contributions may be recognized by granting time off 	<p>Cash award from \$25 to \$25,000; The amount is in proportion to the benefits realized by the Government as determined by the following Intangible and Tangible Benefits Scales (Appendix E)</p>	<p>Pins and certificates</p>

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |
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